

NOTICE OF VACANCY
July 13, 2020

POSITION: Community Outreach Coordinator

DEPARTMENT: Planning and Community Development

SALARY RANGE: M4 \$49,238.28

HOURS: Monday, Wednesday & Thursday 8:30am to 5:00pm
Tuesday 8:30am to 7:00pm
Friday 8:30am to 2:00pm
Occasional Night Meetings

Statement of Duties: The Community Outreach Coordinator serves as an administrative assistant and communications lead for the Division of Planning and Community Development. This position assists with the daily functions, which may include administrative tasks, website maintenance, public outreach, including mailings and newspaper notifications, as well as public meeting organizing. As the communications specialist, this position develops, assists, and executes strategic communications and information on behalf of the City through various communication outlets to diverse audiences.

Essential Functions:

The essential functions and/or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, and/or a logical assignment to the position.

- Provides a wide range of administrative functions, which includes but not limited to
 - customer service (in-person, email, and telephone);
 - processing of incoming/outgoing mail;
 - preparation and/or review of documents/reports/correspondence;
 - preparation of legal notices for publication in local newspapers;
 - organization of public meetings, public hearings, and other public functions
 - management of office and necessary resources.
- Assists with project application intake and processing, questions and scheduling, maintenance of project files, and assisting with other associated functions affiliated with project review.
- Participates in special projects and other duties as needed.
- Assists in the publication, website development, and communication management of the Department information.
- Maintains the electronic project tracking system for the Department.
- Serves as staff for the Technical Review Team, producing meeting reports for applicants.

Recommended Minimum Qualifications:

Education and Experience:

- Bachelor's degree or an Associate's degree with 2 years of equivalent experience is required

- Experience in office administration is a prerequisite
- Experience in customer service or public relations is preferred.

Special Requirements:

- Microsoft Office, Adobe Pro - Required
- Civic Plus, Munis, ACCELA, Facebook, Twitter, Google Plus – Preferred

Knowledge, Abilities and Skill:

Knowledge: Must possess knowledge of common policies, practices, and procedures of department and office operations. Some knowledge of laws and regulations pertinent to position functions within a municipal government.

Skills: Proficient verbal and written communication skills; Excellent interpersonal and customer service skills, computer, mathematical, recordkeeping, and clerical skills are required.

Abilities: Ability to interact effectively and appropriately within a fast paced municipal environment. Must be able to work independently with little supervision as well as multitask. Must be able to pay attention to details, meet deadlines consistently and be very organized.

Physical and Mental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort is typical of a municipal office setting.

Supervisory Responsibility: No supervisory role is involved with this position.

Confidentiality: Confidentiality is of the utmost importance. In accordance with the State Public Records Law, employee must protect confidential information of the department that she/he has such as lawsuits, client, and department records.

Accountability: The employee shall be held accountable for the consequences of errors, missed deadlines, and/or poor judgment.

Judgment: The employee must exercise good judgment as appropriate to apply the most pertinent practice, procedure, regulation, and/or guideline relative to job requirement.

Complexity: The work consists of a variety of duties that generally follow standardized practices, procedures, regulations or guidelines.

Work Environment: The employee performs work in an office setting subject to frequent interruptions. On occasion, the employee may be required to work beyond normal business hours.

Occupational Risk: Risk exposure is similar to that found in a typical office setting.

Supervision Required: The employee carries out regular work under the supervision of the Director and the Deputy Director of the Planning and Community Development Division.

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